

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meeting

June 11 - [City Council Meeting Agendas](#)

## Looking Ahead

Monday, June 10: School Board Work Session

Wednesday, June 12: Board of Zoning Appeals, Environmental Sustainability Taskforce meetings

Thursday, June 13: Old Town Family Movie on the Mall

Saturday, June 15: WPRD Fishing Rodeo

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Winchester's new Fire and Rescue Chief was sworn in by Mayor John David Smith, Jr. on Monday, June 3.

## City Manager's Takeaways

Introduced the City's new Fire and Rescue Chief, William Garrett, who was then sworn in by Mayor Smith. Chief Garrett's first day with the City was Monday, June 3.

Recorded the next episode of the Rouss Review podcast with Barry Lee discussing the City's Annual Budget Process.

Discussed the City's recycling options which will be presented to Council during the June 11 Work Session.



# Public Safety

## Winchester Police

- Hosted North End Summer Kickoff at Frederick Douglass Park.
- Attended Youth Development Center, CITAC, Community Response Team, and NSVC meetings.
- Held Driver Training school, Field Training Officer, Tactical Dispatch, and Firearms training.
- Participated in the Social Olympics Torch Run.
- Attended NextGen911 meeting with the State and AT&T.
- Secured John Handley High School graduation.
- Continued National Night Out and Kids and Cops planning.
- Participated in Field Day at VACDES.
- Reviewed three policies.
- Began training five new academy graduates.
- Crime stats:
  - Crimes against persons (felony) - 2
  - Crimes against persons (misdemeanor) - 9
  - Burglaries (residential) - 1
  - Burglaries (commercial) - 0
  - Property crimes: 4

Police Activity	#
Calls for Service	852
Crash Reports	11
DUI/DWI	3
Alarms/False Alarms	29/29
Directed Patrols	35
Directed Patrols (OTW)	0
Extra Patrols	105
Extra Patrols (OTW)	0
Traffic Citations	52
Traffic Warnings	85
BWC updates	-
Special Events Permits Received/ Approved	1/3 46 rec'd YTD

## Winchester Fire and Rescue

- Swore in new Fire & Rescue Chief William Garrett. [Watch](#)
- Conducted training with the Fast Boards vendor for board use in Rapid Intervention rescue and confined space rescue for review and feasibility of a future purchase.
- Conducted Air Management firefighter survival training.
- Attended the Virginia Fire Officer Academy in Richmond, VA.
- Held "Meet the Chief" meetings for career and volunteer staff.
- Completed High Performance CPR refresher training.
- Continued accepting applications for the open Firefighter/EMT positions (50 applicants so far, closes 6/7).
- Scheduled firefighter survival training in the buildings on the corner of Piccadilly Street and Kent Street.
- Completed Child Safety Technician CE hours for recertification.
- Met with vendor and City School officials in regard to Frederick Douglas fire alarm upgrade.
- Attended the Community Response Team (CRT) meeting at the Timbrook Public Safety Center.

Fire Activity	Fire Activity
Fire	0
Overpressure	0
EMS/Rescue	93
Hazardous Cond.	3
Service Call	12
Mutual Aid Given	4
Good Intent	1
False Alarms	6
Special Incident	0
Plan Review	1
Inspections	6
Reinspections	0

## Emergency Management

- Attended Hurricane/Tornado tabletop exercise at Winchester Medical Center.
- Conducted State Homeland Security Program grant preparation.
- Created HOG Rally incident action plan.
- Added a paging button to the Emergency Communications Center dispatch consoles for activation of downtown bollards.
- Added paging resource into the radio system.
- Finalized the ICS-205 communication plan and prepared cache radios for the upcoming HOG Rally.
- Completed inverter install in Emergency Management vehicle for UAV (drone) operations.
- Scheduled remaining school bus radios for firmware upgrades.

## Development Services

### Economic Redevelopment

- Worked internally on planning efforts for the Economic Development Authority board retreat on June 18.
- Toured completed rehabilitation project at 160 N. Loudoun Street with owner and developer of the project; four residential units were created with this project.
- Participated in regional Housing Coalition strategic planning session.
- Filmed a Manufacturing Week Video with Love's Affect Jewelry.
- Provided update on the Employer Expo statistics with the team at Virginia Career Works.

### Winchester/Frederick County Tourism

- Met various ad deadlines for July publications, including creative and advertorial.
- Took part in a conference call in preparation for next week's Southeast Tourism Society Congressional Summit.
- Met with new local artisans regarding selling of their goods in the Visitor Center in an ongoing effort to support more local artisans and small businesses.
- Hosted travel writer Melissa Verway at the George Washington Hotel and various local restaurants and attractions. She is here courtesy of Virginia Tourism and is based out of the Quebec area.
- Attended lunch with several members of a panel that includes Tourism for the upcoming Virginia Center for Literary Arts summer literary festival.
- Continued planning for the upcoming Newcomer's Welcome Mixer on Thursday, July 11.
- Staff assisted in developing creative materials for the upcoming Spottswood Poles Night on Friday, June 14.
- Continued planning, logistics and PR for the upcoming HOG Rally on June 19-23. Registrations have surpassed 2,300 attendees.

## Old Town Winchester

- Participated in the Valley Today broadcast on The River to promote June OTW events.
- Conducted Old Town Advancement Committee (OTAC) orientation for new member.
- Distributed monthly stakeholder newsletter.
- Discussed Taylor Pavilion rental with a couple for a 2020 wedding.
- Continued to hold and promote the OTW Farmers Market and address questions from prospective vendors.
- Worked with business owner looking to expand in OTW.
- Promoted family movie series to be held every Thursdays, June 6 - July 25 at dusk. Screened by Winchester Parks and Recreation.
- Promoted first Classic Movie of the summer Saturday, June 8 screened by Magic Lantern Theater at the Taylor Pavilion.
- Reviewed information regarding an OTW App transition to a new platform.
- Reviewed advertising proposal for shopping ad campaign.

## Planning

- Staffed the June 4<sup>th</sup> Planning Commission work session where the initial responses to the Comprehensive Plan Survey were reviewed. The Commission asked that a paper copy version of the on-line Open Gov survey be made available for folks who cannot or choose not to access the online survey. Following press coverage (Winchester Star and WDVM) of the survey discussion, the number of respondents has surged to over 300 from only 43 early in the week. The June 18<sup>th</sup> regular Commission meeting has been cancelled since there were no new public hearing cases scheduled for this month.
- Staffed the June 6<sup>th</sup> BAR mtg. Three new cases were on the agenda.
- Attended meeting with the Mayor and the City Manager and the representative from the US Census Bureau to discuss the City's participation in the Complete Count program for the 2020 Census. Also explored participation in the Building Construction
- Planning Director chaired the June 4<sup>th</sup> MPO TAC mtg. The committee received a lengthy presentation on the update to the VTrans Plan which guides distribution of transportation funds in the Commonwealth.
- Met at Jim Barnett Park to receive the Spottswood Poles historic marker. It will be installed next week prior to activities associated with the June 14<sup>th</sup> Spottswood Poles Night event at Jim Barnett Park.
- Recorded another episode of Winchester 101 for the Rouss Review Podcast. This one focused on Daniel Morgan.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

## Zoning and Inspections

- Completed:
  - 251 building permit inspections and issued 42 building/trades permits (\$422,987 valuation)
  - 167 code enforcement inspections and initiated 69 new cases
  - 7 new business reviews (5 Certificates of Business, 2 Certificates of Home Business)

- Removed 3 signs from the public right of way (YTD=141).
- Attended:
  - Community Response Team (CRT) meeting
  - Planning Commission work session meeting.

Permit #	Type	Address	Description	Value
19 00001840	PLBG	237 JEFFERSON ST	EXPANSION TANK	\$200
19 00001363	MECH	120 BELLVIEW AVE	REPLACE HEAT PUMP & DUCTWORK	\$44,000
19 00001363	PLBG	120 BELLVIEW AVE	REPLACE LAVATORIES	\$4,300
19 00001841	PLBG	425 443 MILLWOOD AVE	EXPANSION TANK	\$200
19 00001842	PLBG	172 S101 LINDEN DR	EXPANSION TANK	\$200
19 00001778	PLBG	305 W CEDARMEADE AVE	EXPANSION TANK	\$200
19 00001839	PLBG	117 131 HOLIDAY DR	EXPANSION TANK	\$200
19 00001478	NRRM	650 S110 CEDAR CREEK GR	ERECT PARTY WALL BETWEEN SUITE	\$5,000
19 00000039	DECK	2328 HARRISON ST	NEW DECK	\$1,300
19 00000513	SIGN	1840 AMHERST ST	BLDG MOUNTED SIGN FOR GARAGE	\$23,000
19 00001730	DECK	325 SUMMIT AVE	FRONT DECK	\$1,000
19 00001731	PLBG	104 S LOUDOUN ST	REPLACE W/H & ADD EXPANSION TA	\$0
19 00000283	PLBG	2230 S PLEASANT VALLEY RD	REPLACEMENT FIXTURES	\$58,000
19 00001852	DEMO	401 405 SUMMIT AVE	DEMO ROOF OVER EXT STAIRS, LAU	\$0
17 00000960	RADI	2350 S PLEASANT VALLEY RD	INSTALL 1 ANTENNA	\$25,000
19 00001736	BLDG	2518 WINDWOOD DR	SET 120 GAL PROPANE TANK	\$200
19 00001852	PLBG	401 405 SUMMIT AVE	ADD FIXTURES, CAMERA GROUNDWOR	\$0
19 00000283	NGAS	2230 S PLEASANT VALLEY RD	REPLACEMENT FIXTURES	\$8,000
19 00001846	MECH	540 N BRADDOCK ST	INSTALL HEAT PUMP	\$12,900
19 00001743	DECK	410 MILLWOOD AVE	INSTALL FRONT COVERED PORCH	\$6,000
19 00001661	MECH	1407 RAMSEUR LN	REPLACE GAS FURNACE	\$4,800
19 00001844	BLDG	1415 AMHERST ST	ASBESTOS ABATEMENT	\$18,000
19 00001725	MECH	606 STERLING DR	REPLACE GAS FURNACE	\$3,300
19 00001744	DECK	416 MILLWOOD AVE	INSTALL FRONT COVERED PORCH	\$6,000
19 00001740	DECK	402 MILLWOOD AVE	INSTALL FRONT COVERED PORCH	\$6,000

Permit #	Type	Address	Description	Value
19 00001747	DECK	424 MILLWOOD AVE	INSTALL FRONT COVERED PORCH	\$6,000
19 00001733	PLBG	31 E GERMAIN ST	ADD 2 SUMP PUMPS	\$900
19 00001741	DECK	404 MILLWOOD AVE	INSTALL FRONT COVERED PORCH	\$6,000
19 00001742	DECK	406 MILLWOOD AVE	INSTALL FRONT COVERED PORCH	\$6,000
19 00001746	DECK	422 MILLWOOD AVE	INSTALL FRONT COVERED PORCH	\$6,000
19 00001739	DECK	400 MILLWOOD AVE	INSTALL FRONT COVERED PORCH	\$6,000
18 00000434	NRRM	124 E CORK ST	GROUND FLOOR APARTMENT	\$55,000
19 00001845	DECK	408 MILLWOOD AVE	INSTALL FRONT COVERED PORCH	\$6,000
19 00001738	DECK	396 MILLWOOD AVE	INSTALL FRONT COVERED PORCH	\$6,000
19 00001745	DECK	420 MILLWOOD AVE	INSTALL FRONT COVERED PORCH	\$6,000
19 00001733	BLDG	31 E GERMAIN ST	INT WATERPROOFING, ADD 2 SUMP	\$36,000
19 00001737	DECK	394 MILLWOOD AVE	INSTALL FRONT COVERED PORCH	\$6,000
19 00001886	NGAS	2983 S PLEASANT VALLEY RD	PIPING FOR APPLIANCES	\$5,000
19 00001187	NRRM	29 N LOUDOUN ST	REMODEL FOR DEMO KITCHEN/CLASS	\$25,000
19 00000932	SIGN	2130 S PLEASANT VALLEY RD	1 BLDG MOUNTED SIGN	\$1,500
19 00000795	MECH	1840 AMHERST ST	MODIFY DUCTWORK	\$16,700
19 00001889	PLBG	124 WEEMS LN	REPLACE SEWER SERVICE	\$1,000
19 00001750	SIGN	1145 BERRYVILLE AVE	BLDG MOUNTED SIGN-AFTER THE FA	\$87
<b>Total: 43</b>				<b>\$422,987</b>

## Public Services

- Installed new tile flooring in the main lobby in City Hall adjacent to City Council Chambers.
- Capacity parking was implemented in the Court Square and Loudoun Street parking garages.
- Held progress meetings on four active construction projects: New parks maintenance building, Strothers Lane water tank replacement, Kent Street/Woodstock Lane infrastructure improvements, and the replacement of the raw water pump station generator at the water treatment plant.

## Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	23	5,548
Water service lines replaced (number)	1	358
Water meters replaced (number)	12	970
Sanitary sewer mains replaced/lined (linear feet)	1,327	3,399
Sanitary sewer laterals replaced (number)	1	88
Sanitary manholes replaced (number)	0	23
Sidewalks replaced (linear feet)	396	14,410
Sidewalks repaired (linear feet)	2,107	20,063

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	3.91	Lane miles
	Potholes repaired	0	133	#
	Mowing	21.16	124.58	Acres
	Miles of streets swept	36	1,078.1	Miles
	Tons of leaves hauled	0	32.8	Tons
Trees	Dead/diseased trees removed	1	82	#
	Trees trimmed	33	270	#
	Stumps removed	0	135	#
Traffic	Street signs Installed/replaced	22	215	#
	Pavement markings repainted (City)	0	592	Linear feet
	Pavement markings repainted (contractor)	0	19,028	Linear feet
Refuse & Recycling	Refuse collected	137.71	2,763.86	Tons
	Recycling collected	38.33	1,077.56	Tons
	Large item pickups	3	94	#
Transit	Total passengers	2,265	55,071	#
	Revenue miles pick up/drop off	3,182	80,144	Miles
	Revenue hours pick up/drop off	299.65	7,298.54	Hours
Utility billing	Payments processed	1,242	33,072	#
	New bills mailed out	2,793	31,028	#
	Water services turned off (non-payment)	20	218	#



Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Water treatment plant	Average daily water demand	6.41	6.11	Million gallons/ day
	Peak daily water demand	6.71	7.52	Million gallons/ day
Wastewater treatment plant	Average daily flow treated	7.72	9.90	Million gallons/ day
	Peak daily flow treated	9.22	20.04	Million gallons/ day
Water distribution and wastewater collection	Water main breaks repaired	0	8	#
	Water meters read	1,209	32,724	#
	Fire hydrants flushed	53	494	#
	Sewer mains cleaned	3,031	70,093	Linear feet
	After-hours call outs	4	134	#
Engineering	Site plans reviewed	2	40	#
	Floodplain permits issued	2	52	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	2	90	#
	Land disturbance permits issued	0	2	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	46	1,123	#
Facilities Maintenance	Erosion and sediment notices to comply	1	12	#
	Work requests completed	15	444	#
	Special events assistance	0	14	#
Equipment maintenance	Maintenance of pedestrian mall	29	734	Staff hours
	Total repairs completed	43	2,256	#
Winchester Parking Authority	Work requests completed	7	164	#
	Special events - assistance provided	0	12	#
	Vandalism or property damage issues	1	9	#
	New monthly rentals	0	117	#
	Monthly rental cancellations	2	50	#
	Hourly parkers (all four garages)	2,677	60,016	#
	Park-Mobile transactions	558	14,243	#



## Parks & Recreation

- Accepted applications for Lifeguard, Seasonal Maintenance Technician, and Child Care Assistant positions.
- Held Movie Night at the Amphitheater. One family movie will be shown each month this summer.
- Hosted City employee Appreciation luncheon.
- Held Park Clean Up Day on June 8.
- Held the 6<sup>th</sup> Annual Splash Bash June 8.
- Completed work on Indoor Pool sound tile/paint project, cleaning and organizing area.
- Continued working on Potts Play Courts and Lowry Tennis Courts resurfacing project.
- Received shipment of metal for the new maintenance building.
- Held first week of Summer Camp 2019.

## Social Services

- Received 64 Benefit Program applications: 20 SNAP, 41 Medicaid, 2 TANF, 1 VIEW, 1 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to:
  - 3,507 Medicaid cases
  - 1,579 SNAP cases
  - 75 TANF cases
  - 21 Auxiliary Grant cases
  - 42 individuals receive VIEW services
  - 51 families/106 children receive Child Care Subsidy Assistance (73 families/121 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	191/95
Child Protective Service referrals	8
Placed "on notice" for foster care entry by JDRC	4
Children in foster care	50
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	52/0
Child Protective Service (CPS) case management load	51
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/2/21
CPS family assessments & investigations of alleged maltreatment	89

Weekly Activity	#
Family Service intakes	9
Adult Protective Service referrals	6
Adult services case management load	9
Adult guardianships/cases	2/67
Adult Protective Service investigations/intakes	24/6
Family Services Prevention case management load	9
Uniform Assessment Instrument screenings	4

## Communications

- Distributed the [June 5, 2019 CitE-News issue](#).
- Handled 9 media requests for City information and staff interviews plus 6 requests for WPD.
- Handled or began processing 2 FOIA requests.
- Organized the swearing in ceremony of the new Winchester Fire and Rescue Chief, William Garrett. Recorded the event and uploaded the video to social media. [Watch](#)
- Filmed a Manufacturing Week virtual tour video and promotional videos at Love's Affect Jewelry in Old Town Winchester. Will premiere this fall during Manufacturing Week on The Workforce Initiative's YouTube channel.
- Designed the ninth edition of the Police Department's interdepartmental newsletter.
- Photographed/videoed the start and finish lines of the Torch Run, in which many WPD officers participated. Created a video with footage for social media. [Watch](#)
- Pre-recorded segments of the June 13 episode of the Rouss Review podcast. Special guest: City Manager Eden Freeman. Topic: FY20 Budget
- Designed a poster and coordinating web banner, Facebook event cover, and Channel 6 TV slides for the Fire Department Appreciation Day on July 18 in Old Town Winchester.
- Met with the new Fire and Rescue Chief William Garrett to discuss Communications procedures.
- Made a flyer for Vice Mayor Hill that advertised community meetings, events, services, etc.
- Created promotional material for the North End Summer Kickoff.
- Began promoting [Citibot](#), the City's new communications tool that allows users to text questions about City services and 311 issue requests to the automated service. To start, residents can text "Hello" to 540-701-3311.
- Promoted [Spottswood Poles Night](#) at the Winchester Royals game (sponsored by the Winchester 275th anniversary committee and attended planning meeting).
- Began working with the wastewater treatment plant on the creation of a record management program.
- Attended Vice-Mayor Hill's community meeting to discuss ways residents can find City information and stay informed.
- Finalized the 2018 Annual Report and prepared to present it to City Council.

Date	City of Winchester News Releases
6/4	Spottswood Poles Night on June 14 - <a href="#">read</a>
6/5	Help clean up Jim Barnett Park June 8 - <a href="#">read</a>
6/6	Winchester Police to host second-annual North End Summer Kickoff - <a href="#">read</a>
Date	Segments on WDVM
6/3	Mental health assessment center to benefit area law enforcement - <a href="#">watch</a>
	National Burglary Prevention Month - <a href="#">watch</a>
6/5	Survey asks for resident feedback on future city development - <a href="#">watch</a>
	Winchester swears in new fire chief - <a href="#">watch</a>
	Winchester man charged with stealing car - <a href="#">watch</a>
6/6	Curves to Cores Rally registration passes officials' expectations - <a href="#">watch</a>
Date	Articles in <i>The Winchester Star</i>
6/3	City to partner on mental health facility
	No turbulence for Winchester Wings & Wheels
6/4	City's fire chief sworn in, promises collaboration
6/5	Survey shows what residents want city to become
	Shape Winchester' responses: The good, the bad, and the ugly
	Policies in local school divisions lack specific protections for LGBT students
6/7	Winchester man sentenced for attempted stabbing
	City police hosting youth event this afternoon
	City's Park Cleanup Day is scheduled for Saturday at Jim Barnett Park

# Support Services

## Innovation & Information Services

- Created a mock up draft of Spotted Lanternfly (SLF) Hub initiative site.
- Met with City Arborist Jen Jenkins to discuss the Hub initiative site and demo how the site would work.
- Created "SLF Property Lookup" application that will be integrated into the Hub initiative site to allow citizens to view data related to SLF outbreak.
- Configured VGIN's NG911 reporting tools for City's use. This will allow us to run reporting tools as soon as GIS data changes to address point and street centerlines are made. Eliminates 6 month period to receive reports from VGIN.
- Configured network dataset to be used to continue Fire Grid Response analysis project for Fire and Rescue.
- Met with Habitat for Humanity representative to go over changes to requested maps. Implemented those changes and in the process of printing maps.
- Created better firewall rules to resolve Emergency Communication Center application access.
- Developed plan/project for Firmware Patching of CISCO Infrastructure.
- Planned out Tourism Firewall and Network Deployment.
- Continued various efforts regarding the Middletown WTP domain migration.
- Completed Parks' fiber termination to maintenance building and outdoor pool. Switching equipment to be ordered and configured for next phase.
- Modified Firewall rules, Exchange connector, and print server settings related to Fire admin move to Creamery.
- Resolved some Windows 10 issues that have been found as we continue testing.
- Coordinated Shield technology database maintenance window for Police Department.

Help Desk Requests	Count	Closed
Account Management	6	7
Applications	11	14
GIS	5	3
Hardware	9	15
Information Only	3	2
Infrastructure	5	5
No Action Required	3	5
Not Assigned	18	0
Procurement/Disposal	0	0
Reporting	0	0
Research	0	0
Total	60	51